Bulk Upload Instructions

Overview: The bulk load process uses a formatted .csv file to create many product listings on Digital Twin Exchange (DTEx) quickly. The normal sequence is to 1) add media to DTEx, 2) add the media links to the .csv file, 3) run bulk import, 4) add downloads and any missing information in the product editor in DTEx, and 5) publish.

The CSV does not need every value to run, leave a field blank if you don't need it.

To update existing product records, include the DTEx product number in the first column and select update on the .csv file selection screen.
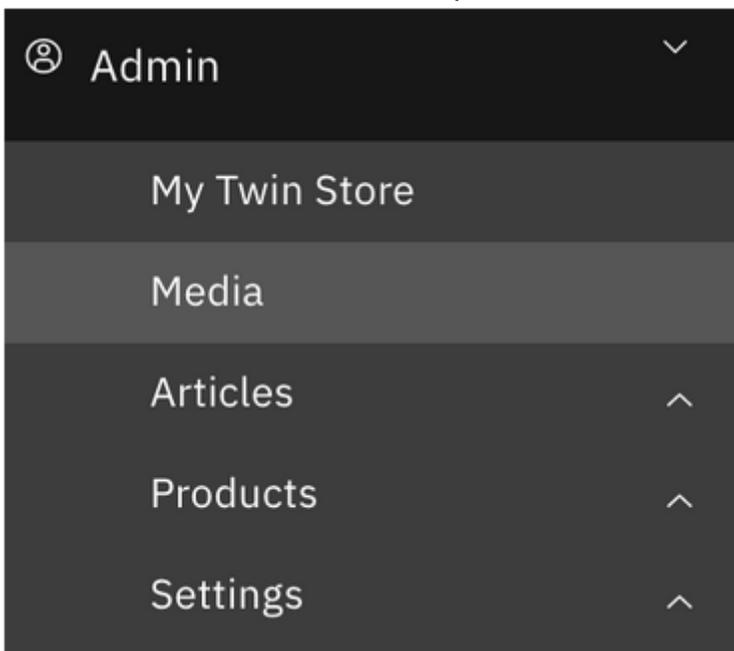
Note: DTEx only supports Chrome and Firefox browsers at this time.

The provider onboarding directory (https://ibm.box.com/s/k9lme3w4yqfn8v9yhqsc3d0wjbhe1jfz) has a sample file and sample media and downloads in the Bulk Import Media and Downloads folder (https://ibm.box.com/s/yqrrmr52styg0z0omlk0775nobs707iz)with files per their type.
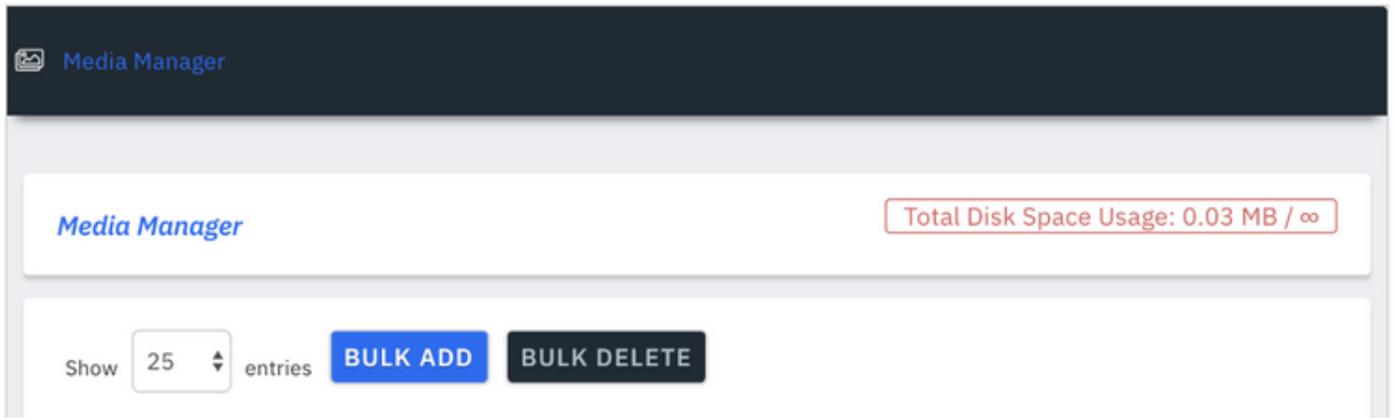
Step by Step:

1. To add products in bulk

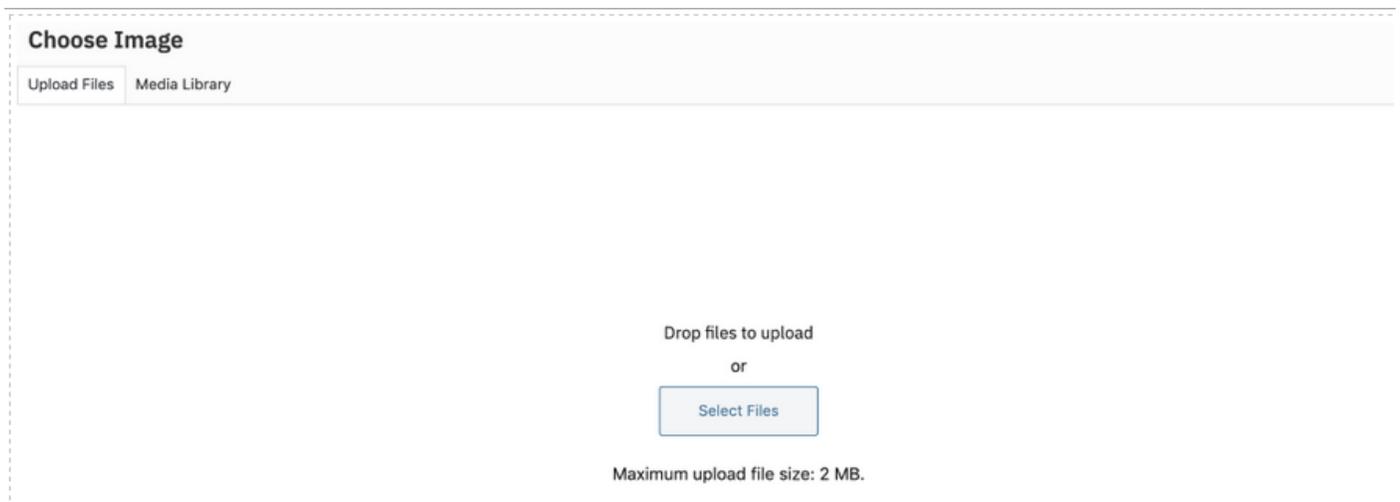a) Click on "Admin" on the left side panel. Click or hover and choose "Media"
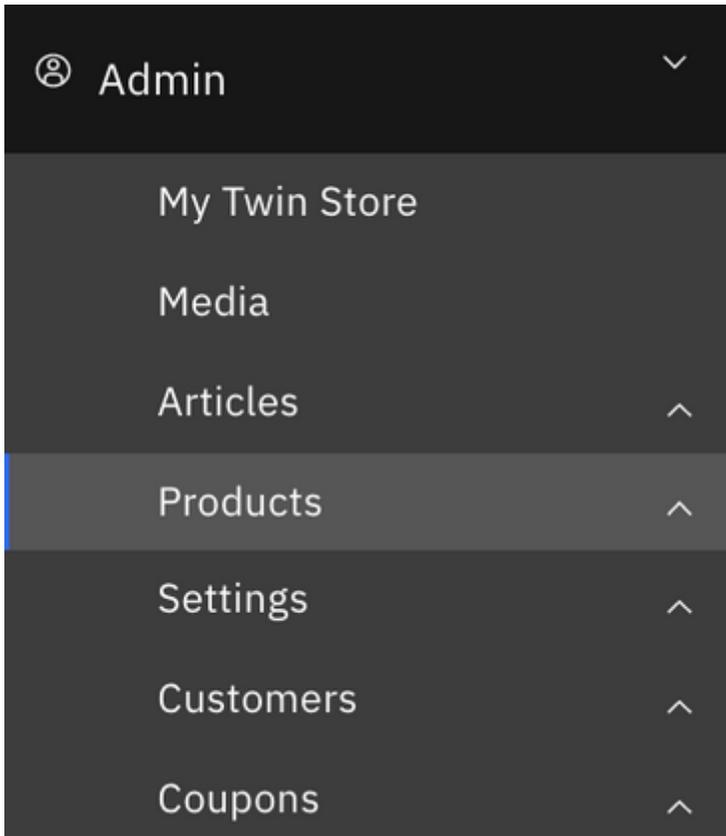

b) Click on "Bulk add"

c) Upload images and sample files for all of your products. We recommend that you name each image file using each product's unique identifier for consistency. notes:

    You do not have to upload media prior to running bulk load, you can also add media after the product listings are created. I

    While bulk load has the option to list downloads, you should not bulk load protected download contents through bulk load as the files will not have the same level of protection as adding them through the product edit, download tab in a later step

d) Click on "Admin" on the left side panel. Click or hover and choose "Products"

e) Click on "Products Import" on the upper right corner

f) Upload CSV file, which contains the file names for the images you've uploaded
   The CSV does not need every value to run, leave a field blank if you don't need it.
   To update existing product records, include the DTEx product number in the first column and select
   update on the .csv file selection screen.

Import Products

Upload CSV file	Column mapping	Import	Done!

Import products from a CSV file

This tool allows you to import (or merge) product data to your store from a CSV file.

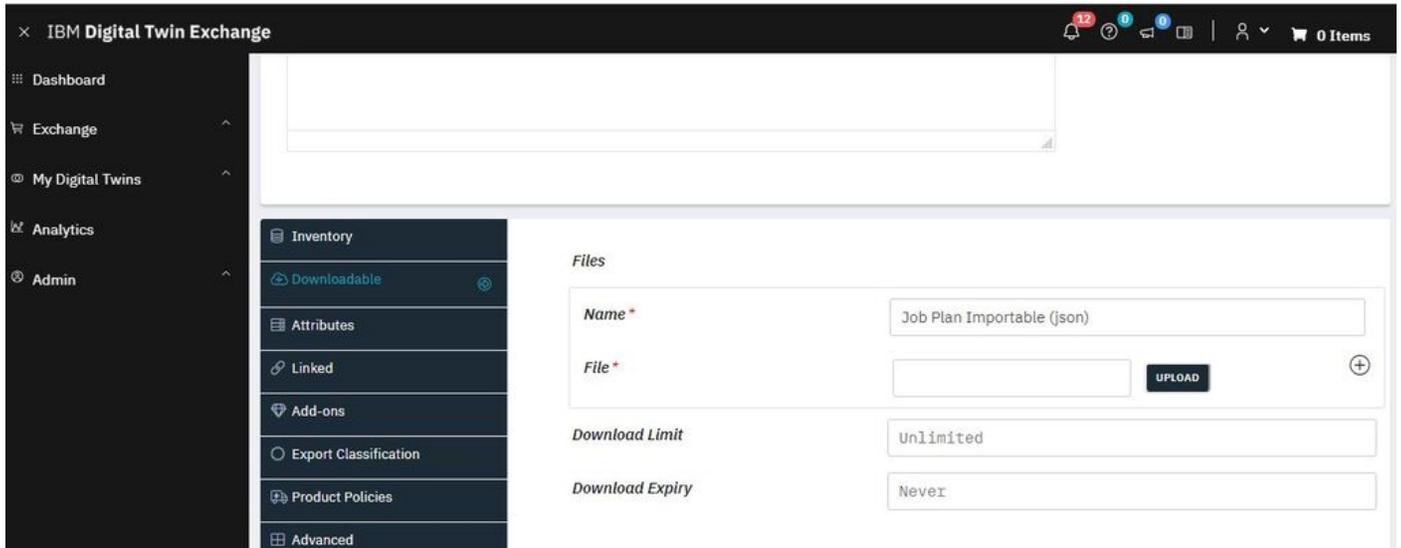|	
Choose a CSV file from your computer:	Choose File No file chosen Maximum size: 2 MB
Update existing products	☐ Existing products that match by ID or SKU will be updated. Products that do not exist will be skipped.

Show advanced options

CONTINUE

g) Go into each product created to add downloadable files, update the export classification, ensure all the data is correct, and publish your listing.

In addition to the examples provided in the excel spreadsheet, here are additional possible variables to help you tag and describe your digital twin products. A good way to see the options for csv bulk upload, is to export a completed product listing from DTEx.

Product type:

Simple product

Variable product

Grouped product

External/affiliate product

Catalog/Virtual/Downloadable

Visibility in catalog:

Shop and search results

Shop only

Search results only

Hidden

Categories: **please let us know if you want to add another category that you don't see here**

Add on

Augmented Reality

Beta

BOM

Computer Models

Digital Twin template

Fault Codes

Job Plan

Manual

Services

Simulation

Product Tag:

maintenance

jobplan

manual

maximo

<insert any tag of your choosing>

Image URL:

We recommend a featured image that is a square size for the best user experience on the page. If you leave this field blank you can update after each product is uploaded.

Download expiry days:

Never

90